DEPARTMENT OF GENERAL SERVICES Records Management Division

Schedule # 2369

RECORDS RETENTION AND DISPOSAL SCHEDULE

Page 1 of 2

DEPARTMENT OF HEALTH AND MENTAL HYGIENE FINANCIAL MANAGEMENT ADMINISTRATION

This schedule supersedes Schedules 2093, Items 3 thru 9, 11, and 12

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	DESCRIPTION	RETENTION		
	DIVISION OF COST ACCOUNTING AND REIMBURSEMENT			
1	Billing and Collection Plans Approved vendor fiscal operations plans for local health departments.	1. Retain in office for two (2) years; transfer to the Records Center for three (3) years, then destroy.		
2	Computer Generated Audit Tracking System Including pertinent audit summary information of the settlement process.	2. Alphabetize at the close of each fiscal year, retain in office twenty (20) years, then destroy.		
3	Closed Audit Files Settled LHD & Private Vendor Files.	 Retain in office for two (2) years or while under a payment plan; transfer to the Records Center for five (5) years, then destroy. 		
4	Rate Setting Files for Private Vendors and Local Health Departments Including calculation of rates for clients, vendors, submissions, correspondence, etc.	4. Retain in office for four (4) years; transfer to the Records Center for three (3) years, then destroy.		
5	Sliding Fee Scales Including calculations of sliding fee scales for vendors, related correspondence, etc.	5. Retain in office for five (5) years, then destroy.		
6	Medicare/Medicaid Costing Including cost reports, backup data, cost settlements, related correspondence, rate setting, etc.	6. Retain in office ten (10) years; transfer to the Records Center for five (5) years, then destroy.		
7	PCIS II / Prospective Payment Files Including cost reports, payment requests, client data, attendance data, related correspondence, and reconciliation documents.	7. Retain in office three (3) years; transfer to the Records Center for three (3) years, then destroy.		
8	Indirect Cost Files Including cost rates set, hard copy of rate calculation, backup data for cost reports, and related correspondence with Federal government on rate setting.	8. Retain in office for six (6) years; transfer to the Records Center for four (4) years, then destroy.		
APPROVED:(DHMH Official) DATE: SEP 1 6 2005		AUTHORIZED:(State Archives) DATE: SEP 2 9 2005		
SIGNATURE:		SIGNATURE: Strand C. Paperfus f		
James P Johnson, Chief Financial Officer		Edward C Papenfuse Jr, State Archivist		

DGS-550-1 (DHMH-rev 2004)

DEPARTMENT OF GENERAL SERVICES Records Management Division

Schedule # 2369

RECORDS RETENTION AND DISPOSAL SCHEDULE

Page 2 of 2

DEPARTMENT OF HEALTH AND MENTAL HYGIENE FINANCIAL MANAGEMENT ADMINISTRATION

This schedule supersedes Schedules 2093, Items 3 thru 9, 11, and 12

ITEM	DESCRIPTION	RETENTION
9	Patient Billing Records and Financial Agent Records- Reimbursements Series Including rate establishment forms, payment orders, tabulation sheets, claims records, etc.	9. Retain in office for five (5) years and until all audit requirements have been met; transfer to the Records Center for two (2) years, then destroy
10	Social Security Clearance Account Ledger Including files for clients in DHMH facilities, guardianship bank records, and estate case records.	Retain in office for three (3) years and until all audit requirements have been met, then destroy.
	DIVISION OF BUDGET ANALYSIS	
11	Budget Management File Series Including budget requests and quarterly projections, spreadsheets and word processing files submitted by all DHMH units, budget tracking logs, and other electronic and paper format data compilations.	11. Maintain electronic files and support documentation in active files until end of fiscal year, then move to inactive and back up copies of all electronic files. Retain files in office for four (4) years and until all audit requirements have been met, then destroy.
	CHIEF FINANCIAL OFFICER'S FILES	·
12	DHMH FISCAL PLANNING FILES Files relating to the Department's long-term fiscal plans including spreadsheets, projections, special projects, studies, and related data in both electronic and paper formats.	12. Retain planning files and support documentation in office until no longer needed, replacing and destroying obsolete or superseded information periodically.
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	4.	

DHMH Instructions -Make a list of all files. Determine whether each is non-record,	t			
		MENT OF GENERAL SERVICES	DHMR RECORDS INVENTORY	
record material or both, Group into Record Series. Prepare a separate inventory form for each Record Series identified, All Record Series are to be listed on a Schedule		ATE RECORDS CENTER 275 WATERLOO ROAD		
Form. Forward all Records Inventory forms with the proposed Schedule form. (DGS		P.O. BOX 275	PAGE OF /	
550-1) to the DHMH Records Officer thru your Records Coordinator.	JES	SSUP, MARYLAND 20794	Here 9	
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DEPT OF HEALTH & MENTAL HYGIENE	000	,	CON ACCI	
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DHMH RECORDS INVENTORY DHMH Instructions -Make a list of all files. Determine whether each is non-record, DEPARTMENT OF GENERAL SERVICES record meterial or both. Group into Record Series. Prepare a separate inventory form STATE RECORDS CENTER 7275 WATERLOO ROAD for each Record Series identified. All Record Series are to be listed on a Schedule PAGE ___ OF ___ P.O. BOX 275 Form. Forward all Records Inventory forms with the proposed Schedule form (DGS 550-1) to the DHMH Records Officer thru your Records Coordinator. JESSUP, MARYLAND 20794 (410) 799-1379 and Costaccountry 3. Division/Unit or Section 1. Department/Agency **DEPT OF HEALTH & MENTAL HYGIENE** DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retantion and disposition purposes 5/Earlins Year/Latest Year 4. Record Series Title Wal searty clearance account guardianshy bank rivers, the 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume Paper: Film / tape: Electronic: - • File Drawer(s) · Letter Size Alphabetical · · Microfilm Real(a) (35mm, etc) • • Computer Tape(s) · · Numerical Microfilm/ · · Other (specify) · ·Legal Size Computer Tape Microfiche • Audio Tape • • Floppy Disk · · Chronological 10. Annual Accumulation · · File Drawer(a) · · Geographical - · Microfilm Real(s) - Bound Book - Video Tape - CD,DVD,etc - - Computer Tape(s) Other (specify) ______ Number · · Other (specify) 11. File is Used • Daily - Weekly • Monthly • Annually 12. File Becomes Inective After __ · · Month(s) Number · · Year(a) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) O'cmor 5 offer · · Yes · · No Agency/ Format · · Yea • • No 16. Audit Requirements 15. Privacy / Access Restrictions · · None Internal • •016 · Personal · Medical · Proprietary · Classified · Other ____ · Legislative · · Federal (If Yes, cite Lew(s) & Regulation(s) 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention: In Office And In Storage (Each Formet) 3 415 - and Tom Kravets

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7. Record Series Format(s) List all Paper: Film / tape: Electronic: 1. Letter Stzs - Film/Sides - Kept on Hard Drive (35mm, etc) 1. Legal Size - Microfilm/ - Computer Tape Microfiche 1. Rolls Audio Tape Floppy Disk 1. Bound Book Video Tape CD,DVD,etc	8. Record Series Seque • Alphabetical • Numerical • Chronological • Geographical	or autorica d	9, Volume 7 Number 10, Annual A	Noskly Muldroue Eile Drawer(s) Computer Tape(s) Other (specify) coumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Computer Tape(s) Computer Tape(s) Computer Specify)	
11. File is Used X-Daily - Weekly - Monthly - Annually	·	12. File Becomes inective After 2. Number	K Months	a)	
13. Current Location(s) (Bldg., Floor, Room) Ocomor Bldg - 5 Floor	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) •• Yes K. No Agency/ Format				
15. Privacy / Access Restrictions • Yes No • Personal • Medical • Proprietary • Classified • Other (If Yes, cite Lew(s) & Regulation(s)	16. Audit Requirements ·· None Finternal COIG Legislative Federal ·· Independent				
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19. Name and Title of Preparer 20. Lo E-mail address: ZAME ZAME ZONE ZONE	ALC	M		21. Date 9/18/05	

DHMH Instructions - Make a list of all files. Determine whether each is non-record, record material or both. Group into Record Series. Prepare a separate inventory form for each Record Series identified. All Record Series are to be fisted on a Schedule Form. Forward all	s ⁻	MENT OF GENERAL SERVICES TATE RECORDS CENTER 7275 WATERLOO ROAD	DHMH RECORDS INVENTORY	
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1. Department/Agency DHMH	2. Office/Administration/Board		3. Division/Unit or Section	
DEPT OF HEALTH & MENTAL HYGIENE DEFINITION - RECORD SERIES - A group of related records normally filed and used as a ur		MgT Admin ention and disposition purposes.	CFO	
4. Record Series Title DHMH FISCAL PLAN			5. Earliest Year/Latest Year 2000_ to2005	
6. Record Series Description (Briefly describe the types of information/documents/forms found. Long ferm Fiscal planes, Studies, special project	in the series. Include the pu Spread.	impose or function of the series.) 5 heets, project	tons,	
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15. Privacy / Access Restrictions [] Yes [] No [] Personal [] Medical Approprietary [] Classified []Other (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements politione Internet I OIG Legislative I Federal I Independent		
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